

Staff Services Analyst (SSA) Transfer Examination

In accordance with State Personnel Board (SPB) policy, effective August 1, 2007, all individuals transferring into the SSA classification must pass a written transfer examination.

The written transfer examination is designed to test the necessary knowledge, skills, and abilities for appointment to the SSA classification. The written examination is scored as pass or fail.

Candidates who successfully passed the SSA written examination administered by SPB between January 2000 and July 31, 2007 will not be required to take the SSA transfer examination. Candidates that are successful in the written transfer examination will be added to the master listing of candidates that have passed the SSA examination and will be maintained indefinitely for transfer purposes.

The CAL FIRE Examination Unit will be administering the written transfer examination on a quarterly basis or as conditions warrant. The Examination Unit will be accepting the *Transfer Examination Request* form on a continuous basis. Candidates that are not successful in the written SSA transfer examination will not be able to retest for a 12 month period.

For questions regarding the SSA transfer examination please contact Rosalie Turbeville at (916) 445-7909.

Staff Services Analyst (SSA) Transfer Examination

Frequently Asked Questions

Q: How do I apply to take the SSA transfer examination?

A: Submit the SSA Transfer Examination Request form (available on the CAL FIRE Intranet or Internet) by mail to the Department of Forestry and Fire Protection, Attention: Examination Unit, PO Box 944246, Sacramento, CA 94244-2460 or in person at 1300 U Street Sacramento, CA.

Q: Can I take both the open SSA examination administered by the State Personnel Board (SPB) online and the SSA transfer examination administered by CAL FIRE?

A: Yes. The online examination, also known as the Life Experience Questionnaire, is an examination that will result in an employment list which can be certified by all departments and will provide the candidate with a list appointment (A01) when hired. The transfer examination only gives an employee approval to lateral transfer based on transfer rules and provides the employee with a transfer appointment (A02).

Q: I have passed the transfer examination. How long will my SSA transfer examination results remain valid?

A: You will have indefinite eligibility and will not need to take the SSA transfer examination again.

Q: I have failed the transfer examination. How long do I have to wait until I can take the test again?

A: You will have to wait twelve months from the date that you took the examination before you will be allowed to retest.

Q: Do I have to take the SSA transfer examination if I have taken and passed the old SSA written examination?

A: No, you don't have to take the transfer examination if you have taken and passed the old SSA written examination between January 2000 and July 31, 2007. All examination results have been saved by the SPB and all passing scores are deemed equivalent to the SSA transfer examination.

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Frequently Asked Questions Cont'd

Q: Do I have to take the SSA transfer examination if I have taken and passed the new SSA Life Experience Questionnaire online examination?

A: Yes, you will have to take the transfer examination if you want to lateral transfer to an SSA position.

Q: Will the two results (life experience questionnaire examination & written transfer examination) be merged?

A: No. These are two separate processes. The SSA Life Experience Questionnaire examination will result in an employment list used to certify a list resulting in an A01 appointment. The SSA transfer examination will only grant an employee the approval to transfer (A02 appointment) based on existing transfer rules.

Q: When I take the transfer examination, will state time be granted?

A: Rank and file employees should refer to their bargaining unit contract regarding time off for civil service examinations. For all other employees, Government Code 19991 provides that state employees be granted the necessary time off to take an examination scheduled during working hours.

Q: If an employee is in a higher classification and wants to demote to SSA, do they still need to take the transfer examination?

A: Yes. There are no exceptions to the permissive transfer process. If the employee has not previously obtained permanent status in the SSA classification, they must successfully pass the transfer examination prior to appointment. No classifications are exempt.

Q: Do I have to take the transfer examination if I am in a limited-term SSA position?

A: Yes. You will need to take the SSA transfer examination before accepting a permanent full time position or, if eligible, you may want to take the open SSA Life Experience Questionnaire examination administered by the SPB in order to receive a list appointment.

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Frequently Asked Questions Cont'd

Q: What about employees who are reinstating, will they have to take the transfer examination?

A: If the employee has a previous permanent appointment to the SSA classification, they have already obtained status in the class and will not need to take the transfer examination. If their eligibility is based on a different classification that allows them to transfer to SSA, they will need to take the transfer examination.

Q: When an employee qualifies for movement into a SSA position via the transfer examination, what range will they go into?

A: The transfer examination is only an approval for movement into the SSA class. Range placement continues to depend on the salary determination process.

Q: If an employee has taken the Life Experience Questionnaire online examination and has also passed the written transfer examination, can they transfer to a SSA position (A02) and then later be hired off of the SSA list (A01)?

A: No. Once an employee obtains permanent status in a classification, they may not be hired again (or tested again) for the sole purpose of providing the employee with a list appointment.

Q: What about employees who have taken the transfer examination at another department, are their results transferable?

A: Yes, their results may be used by CAL FIRE or the Resources Agency. All departments will have the ability to test and the results will be compiled into one database maintained by the SPB.

Q: Will we be able to test an employee from another department?

A: CAL FIRE will limit testing to CAL FIRE and Resources Agency employees only.

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Frequently Asked Questions Cont'd

Q: An employee has an appointment to a permanent SSA position and now wants to take the Life Experience Questionnaire online examination, can they?

A: No. SPB will eliminate anyone from one of their examinations who has already obtained permanent status in the testing class.

Q: Does an employee have to pass the SSA transfer examination prior to being placed on a Training and Development (T&D) Assignment?

A: No, but they must pass the transfer examination before being transferred into the position by the conclusion of the T&D assignment.